

CHECKLIST

FOR

SITE CAPACITY AND SITE PLAN REVIEW

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Telephone (847) 377-2600 • Fax (847) 984-5744

Website: <http://www.lakecountyil.gov/185/Planning-Building-Development>

PLANNING, BUILDING AND DEVELOPMENT DEPARTMENT

SITE CAPACITY AND SITE PLAN REVIEW CHECKLIST

Please use this checklist in combination with Chapter 151 of the Lake County, Illinois Code of Ordinances (the Lake County Code) and all existing application guides when preparing or reviewing submittals. If you have questions regarding applicability of any item, please contact the Development Review Division at (847) 377-2600. *(Items in gray are to be completed by staff)*

DATE OF REVIEW _____ PLAN # _____

PROJECT NAME: _____

APPLICANT NAME: _____

PARCEL NUMBER(S): _____

PROJECT MANAGER: _____

APPLICATION INFORMATION

___ Site Plan Review ___ Site Plan Revision ___ Site Capacity Analysis

___ *Completed Application*

___ *All Applicable Fees* – paid to the Treasurer County of Lake **(Fees are not refundable).**

Application Comments:

SITE PLAN INFORMATION

___ **Site Capacity Calculations, Natural Resource Inventory, Natural Resource Plan**

This information is required for any lot that is greater than or equal to 40,000 square feet or any site development activity on any parcel with an area of 200,000 square feet or greater that contains any natural resources as defined in Lake County Code Subchapter: Site Capacity, Site Plan Review, and Natural Resource Protection (Section 151.070 et seq.)

___ **Site Capacity Calculations** – (Lake County Code Section 151.070(D)) Gross, Base, Net site area. All natural resources shown with correct area calculations in the applicable format provided with the Lake County Application for Site Capacity and Site Plan Review.

___ **Wetland Jurisdictional Determination** – (prior to plan approval, if applicable) has been initiated with the Planning Building and Development Department Wetland Specialist and other appropriate agencies.

If state funds or technical assistance support this project, the Interagency Wetland Policy Act may apply. Contact funding agency or the IDNR Division of Resource Review and Coordination for details. (IDNR Eco CAT website: <http://dnr.illinois.gov/EcoPublic/>)

— **Wetland Delineation and Report** - has been provided.

— **Base Flood Elevation** – has been determined.

— **Floodplain Delineation** – has been provided.

— **Tributary Area** – has been provided.

— **Tree Survey** - (prior to plan approval, if applicable) has been provided that identifies all required significant trees, young or mature woodlands or tree groves per the Lake County Code.

— **Natural Resource Plan and Resource Protection Plan** - existing boundary plan and a development plan with a *Comparison Chart* depicting all existing natural resources as defined by the Lake County Code. Each natural resource is shown with pre-development areas and percentages. Resource areas to be disturbed with percentages disturbed are shown. Also shown are the resource areas and percentages proposed to remain post development. Protection measures and details for all protected elements are shown.

— **Site Plan Details-** (See attached example of draft concept plan sheets)

1. Proposed buildings with dimensions;
2. Setbacks of all structures to all lot lines;
3. Location of all parking areas including the calculation of parking, loading and stacking spaces per Lake County Code Subchapter: General Development Standards (151.165 et seq.), including stall size and stall numbers
4. Sidewalk layout with dimensions.
5. A **Development Chart** depicting where applicable:
 - a. Gross, base and net lot areas;
 - b. Existing, proposed and required/permitted floor area, impervious surface area;
 - c. Ordinance standards for: lot width lot area, height, permitted density (Residential Developments = number of proposed and permitted dwelling units; Nonresidential Developments = amount of floor area and impervious surface area)
 - d. Amount of open space

— **Landscape Plan**

1. **Comparison chart** (on plans) - for all areas subject to the landscape standards. This includes streets, transition zones, and parking areas.
2. All plant locations shown with a list of species, size and quantities for proposed plant materials and structures (i.e. fences).
3. Separate calculations for each landscape area quantity of material (i.e. Streets, parking lots, transition zones etc.).
4. Planting details.

— **Traffic and Access**

Correspondence to verify access approval and/or that the location of access is acceptable by roadway authority.

— **Building Elevation and Floor Plans** – attached with building dimensions, material descriptions and building height.

- **Photometric Plan** - illumination levels, fixture locations and fixture details for all lighted areas. *(In some instances, cut-sheets for each fixture may be provided for each fixture; however, the fixture location must be identified on the plan)*
- **Sign Plan** – plan and elevation drawing of all signs with all locations shown on plans.
- **Covenants** – or any other restrictions related to the parcel or use.
- **Bond/Assurance** - if applicable for maintenance.

ENGINEERING PLANS

- **Engineering Plans** – Lake County Code Subchapter: Site Development Regulations (151.145 et seq.).
 1. Grading Plan at one-foot contours showing existing, proposed grades and limits of grading;
 2. Drainage and storm calculations on plans or in report form;
 3. Soil erosion control plans and details;
 4. Location and sizes of existing and proposed water mains, wells, septic or sanitary systems and storm sewer with all leads, including details, profiles; show existing and proposed easements.
- **Stormwater Management Plans** – refer to Lake County Code Subchapter: Site Development Regulations (151.145 et seq.).
- **Fees** (*Fee to be determined at time of application*)

Comments:



Plan Number: _____
(To be entered by staff)

Staff Planner: _____

Fees Paid: _____; Date: _____
(All Fees are Non-Refundable)

APPLICATION FOR DEVELOPMENT REVIEW

Name of Development: _____

Township: _____ Zoning: _____

Parcel Number(s): _____

CONTACT INFORMATION

Ownership Disclosure: (circle appropriate classification)

Fee Owner Land Trust¹ Corporation² Assumed Name³

Partnership/Joint Venture/Syndicate/Voluntary Association⁴

Name: _____

Agency Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Representative Disclosure (if developer is someone other than owner of property)

I/we hereby designate the following individual(s) to represent me in all matters pertaining to this application.

Owner

Owner

¹ Petitioner shall identify each beneficiary of land trust by name, address and beneficiary's interest. Applications must be verified by trustee.

² Application shall include the names, addresses of all stockholders owning interest in excess of 20% of stock in the corporation.

³ Application shall include the names, addresses of all true and actual owners of business or entity.

⁴ Application shall include the names, addresses of all partners, syndicate members, or members of voluntary association.

Developer

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Acknowledgment of Regulations

I hereby acknowledge that I have received and am aware of all regulations governing the development of the above-listed property. I have received a copy of UDO Subchapter: School and Park Contributions (151.220 et seq.) including the procedures for objecting to such assessment as prescribed by said subchapter. By signing this clause, I acknowledge that I have received notice of such assessment and the procedure to file an objection to a school contribution assessment. I further acknowledge that the information I have submitted is true and accurate in its representation and treatment of the regulations governing this property and take full responsibility for its content.

Developer - Signature**DEVELOPMENT DETAILS****Type of Development:**

Conventional Conservation Planned Development

Development Composition

Residential Non-residential Mixed Use

Subdivision Procedure:

Lot Split Minor Subdivision Major Subdivision Resubdivision

Plat Amendment Road Extension

Development Attributes:

Gross land area: _____

Subdivisions:

Number of lots: _____ Number of Units: _____

Nonresidential DevelopmentsFloor Area⁵: Existing: _____ Total: _____Impervious Surface⁶: Existing: _____ Total: _____

⁵ Floor Area – The sum of the total square footage of all stories of a building under roof measured from the exterior limits of the building.

⁶ Impervious Surface – Any hard surface, man made area that does not readily absorb or retain water, including but not limited to building roofs, parking and driveway areas, graveled areas and sidewalks.

Review Agencies

Nearest municipality (*within 1.5 miles of subdivided property or municipality with jurisdiction through an intergovernmental agreement*)

School Districts: (*for residential subdivisions only*)

Elementary: _____; High School: _____

Access Authority: State County Local

Road Classification: Freeway Arterial Collector Local

Type of Water Supply: Public ☐ Private ☐

If public, list the name of the owner (*e.g. Lake County Public Works*)

Type of Sewage Disposal: Public ☐ Private ☐

If public, list the name of the owner (*e.g. Lake County Public Works*)

Gas: _____

Cable TV: _____ Telephone: _____

Fire Protection District: _____

Park District (*if applicable*) _____

TYPICAL SITE PLAN

LAKE COUNTY, ILLINOIS



LOCATION MAP

NO SCALE

SITE PLAN SET

- COVER SHEET
- BOUNDARY SURVEY
- EXISTING CONDITIONS/
- NATURAL RESOURCE INVENTORY
- NATURAL RESOURCE PLAN
- SITE LAYOUT
- GRADING PLAN
- UTILITY PLAN
- SOIL EROSION PLAN
- LANDSCAPE PLAN
- PHOTOMETRIC PLAN
- DETAILS & SPECIFICATIONS

*SHEETS MAY BE ELIMINATED OR COMBINED
PER PROJECT MANAGER REVEIW.

REVISIONS	DATE	BY
COUNTY COMMENTS		
COUNTY COMMENTS		

DATE:
SCALE:
DRAWN BY:
CHECKED BY:
JOB#:
SHEET NO.

RESOURCE PROTECTION

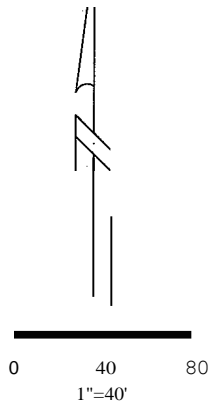
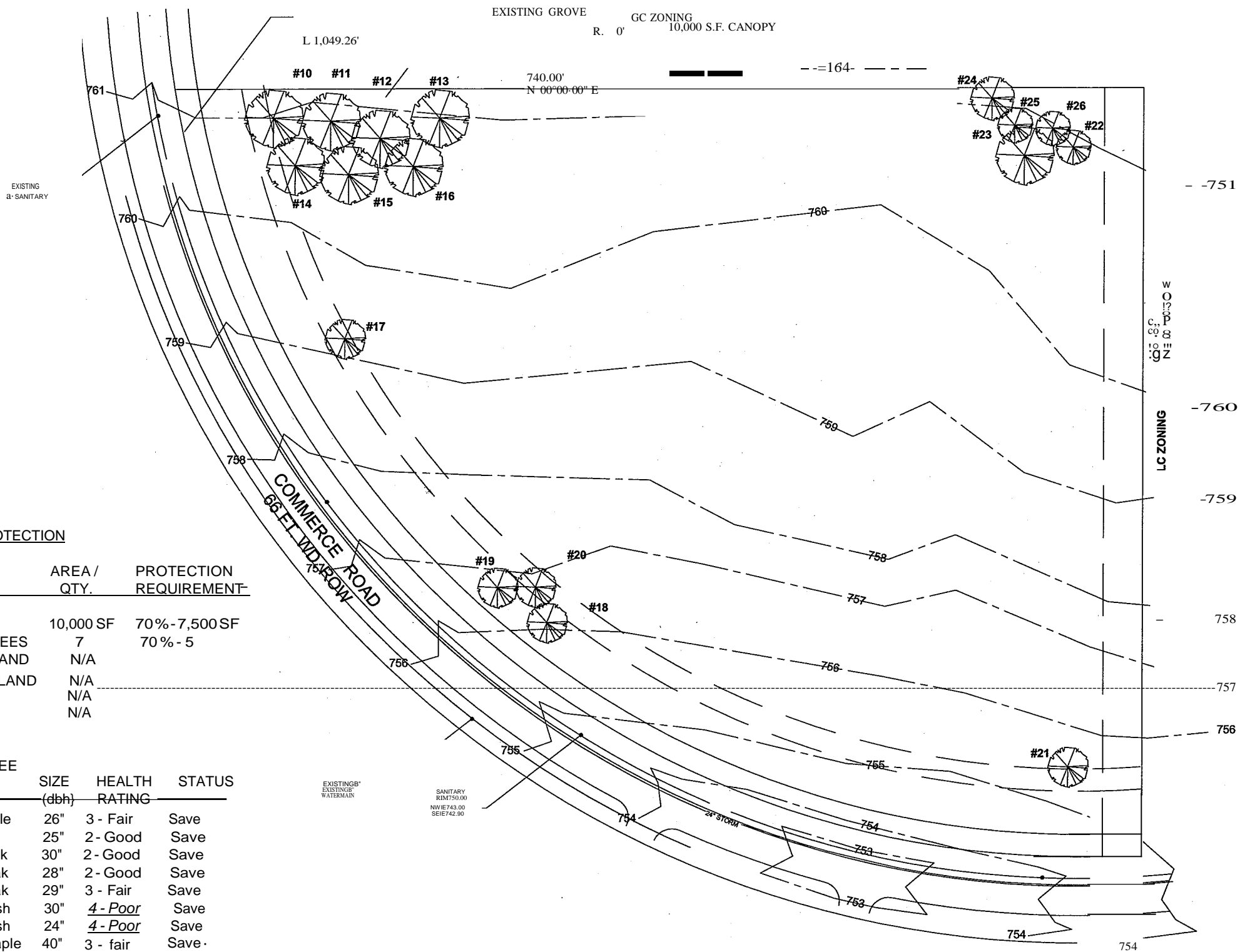
EXISTING RESOURCE	AREA / QTY.	PROTECTION REQUIREMENT
GROVE	10,000 SF	70% - 7,500 SF
SIGNIFICANT TREES	7	70% - 5
YOUNG WOODLAND	N/A	
MATURE WOODLAND	N/A	
FLOODPLAIN	N/A	
WETLAND	N/A	

SIGNIFICANT TREE

TAG #	TYPE	SIZE (dbh)	HEALTH RATING	STATUS
17	Red Maple	26"	3 - Fair	Save
18	Red Oak	25"	2 - Good	Save
19	White Oak	30"	2 - Good	Save
20	White Oak	28"	2 - Good	Save
22	White Oak	29"	3 - Fair	Save
23	Green Ash	30"	4 - Poor	Save
24	Green Ash	24"	4 - Poor	Save
25	Silver Maple	40"	3 - fair	Save
26	Red Maple	24"	2 - Good	Save

BENCHMARK

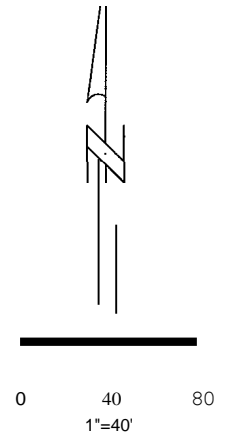
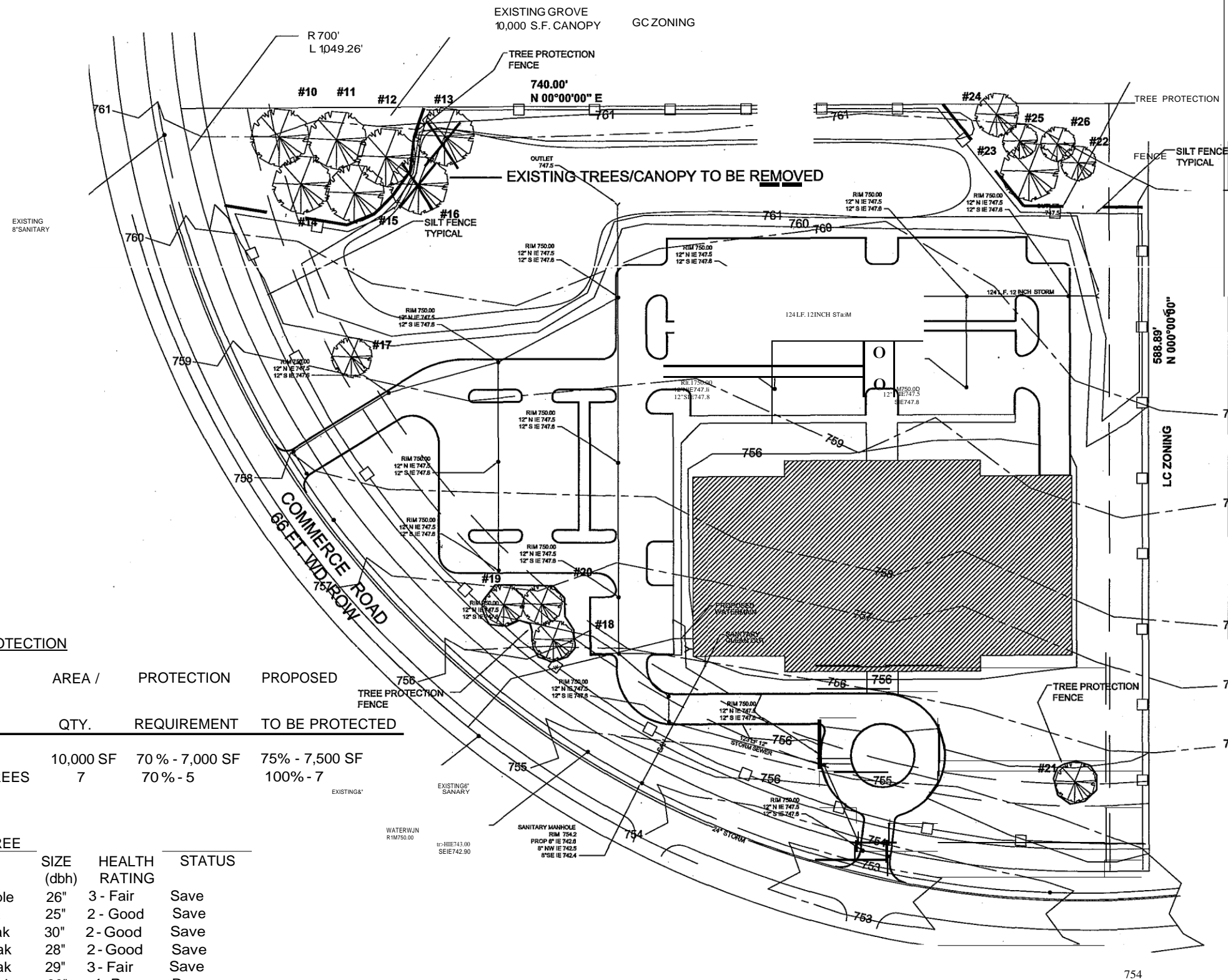
Existing sanitary manhole in right of way
at northwest corner of property.
Elevation 760.85



Typical Site Plan
Existing Conditions

DATE: _____
SCALE: _____
DRAWN BY: _____
CHECKED BY: _____
JOB#: _____
SHEET NO. _____

REVISIONS	DATE	BY
PER COUNTY REVIEW		



RESOURCE PROTECTION

EXISTING	AREA /	PROTECTION	PROPOSED
RESOURCE	QTY.	REQUIREMENT	TO BE PROTECTED
GROVE	10,000 SF	70 % - 7,000 SF	75% - 7,500 SF
SIGNIFICANT TREES	7	70 % - 5	100% - 7

SIGNIFICANT TREE				
TAG #	TYPE	SIZE (dbh)	HEALTH RATING	STATUS
17	Red Maple	26"	3 - Fair	Save
18	Red Oak	25"	2 - Good	Save
19	White Oak	30"	2 - Good	Save
20	White Oak	28"	2 - Good	Save
22	White Oak	29"	3 - Fair	Save
23	Green Ash	30"	4 - Poor	Remove
24	Green Ash	24"	4 - Poor	Remo
25	Silver Maple	40"	3 - Fair	Save
26	Red Maple	24"	2 - Good	Save

BENCHMARK
Existing sanitary manhole in right of way
at northwest corner of property.
Elevation 760.85

REVISIONS	DATE	BY
PER COUNTY REVIEW		

Typical Site Plan
Resource Protection

DATE:
SCALE:
DRAWN BY:
CHECKED BY:
JOB#:

SITE & PLAN DATA

SITE AREA = 272,322 SF, 6.25 Acres Gross
6.25 Acres Net

ZONING DISTRICT - GENERAL COMMERCIAL (GC)

	PROPOSED
MAX. FLOOR AREA 30% =	81,697 SF. 60,000 SF.
MAX IMPERVIOUS 70% =	190,625 SF. 120,000 SF.
MAX. BUILDING HEIGHT	35 FT. 35 FT.
MIN. LOT AREA	10,000 SF. 272,322 SF.

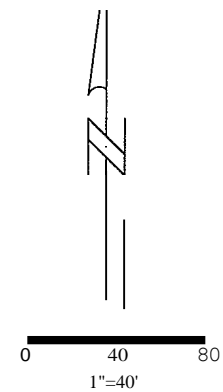
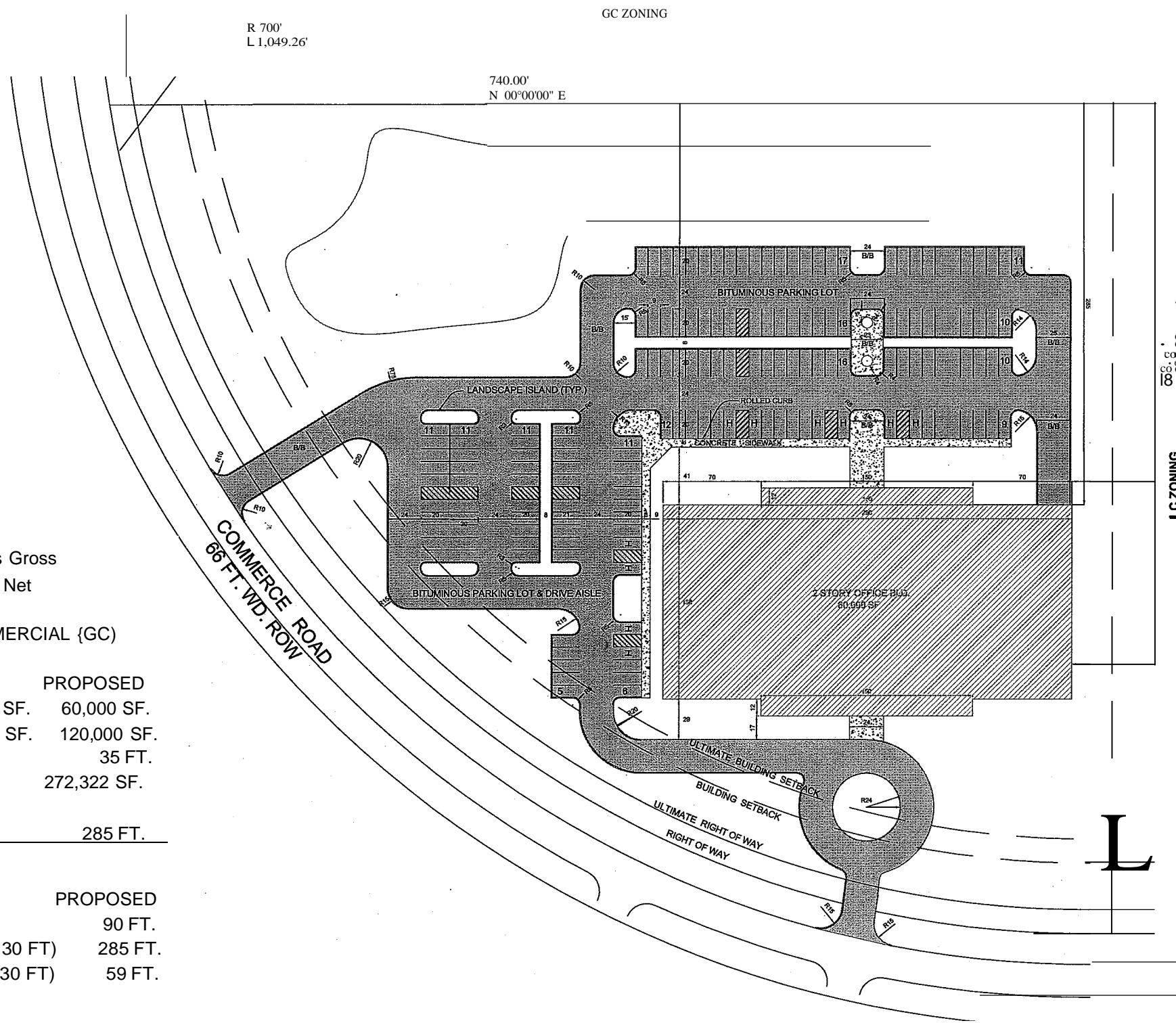
MIN. LOT WIDTH 50 FT.	285 FT.
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SETBACKS	REQUIRED	PROPOSED
FRONT	30 FT. MIN.	90 FT.
SIDE	20% LOT WIDTH (130 FT)	285 FT.
REAR	20% LOT WIDTH (130 FT)	59 FT.

RIGHT OF WAY WIDTH
EXISTING RIGHT OF WAY - 66 FT. (33 FT. HALF WIDTH)
ULTIMATE RIGHT OF WAY - 100 FT. (50 FT. HALF WIDTH)

BENCHMARK

Existing sanitary manhole in right of way
at northwest corner of property.
Elevation 760.85



Typical Site Plan
Site Plan

DATE:

SCALE:

DRAWN BY:

CHECKED BY:

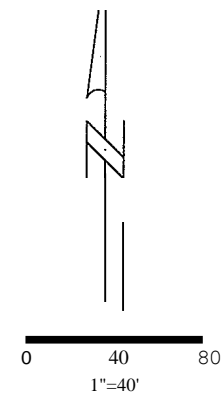
JOB#:

SHEET NO.

REVISIONS	DATE	BY
PER COUNTY REVIEW		

- 1) One foot contour interval
- 2) Existing & proposed grades
- 3) Limits of grading
- 4) Drainage/Storm Calculations
- 5) Storm sewer & lead information
- 6) Soil Erosion
- 7) Details

at northwest corner of property.
Elevation 760.85



Typical Site Plan Grading Plan

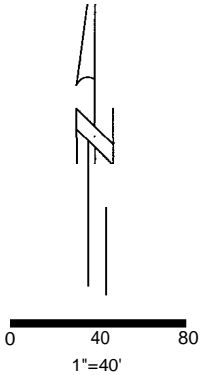
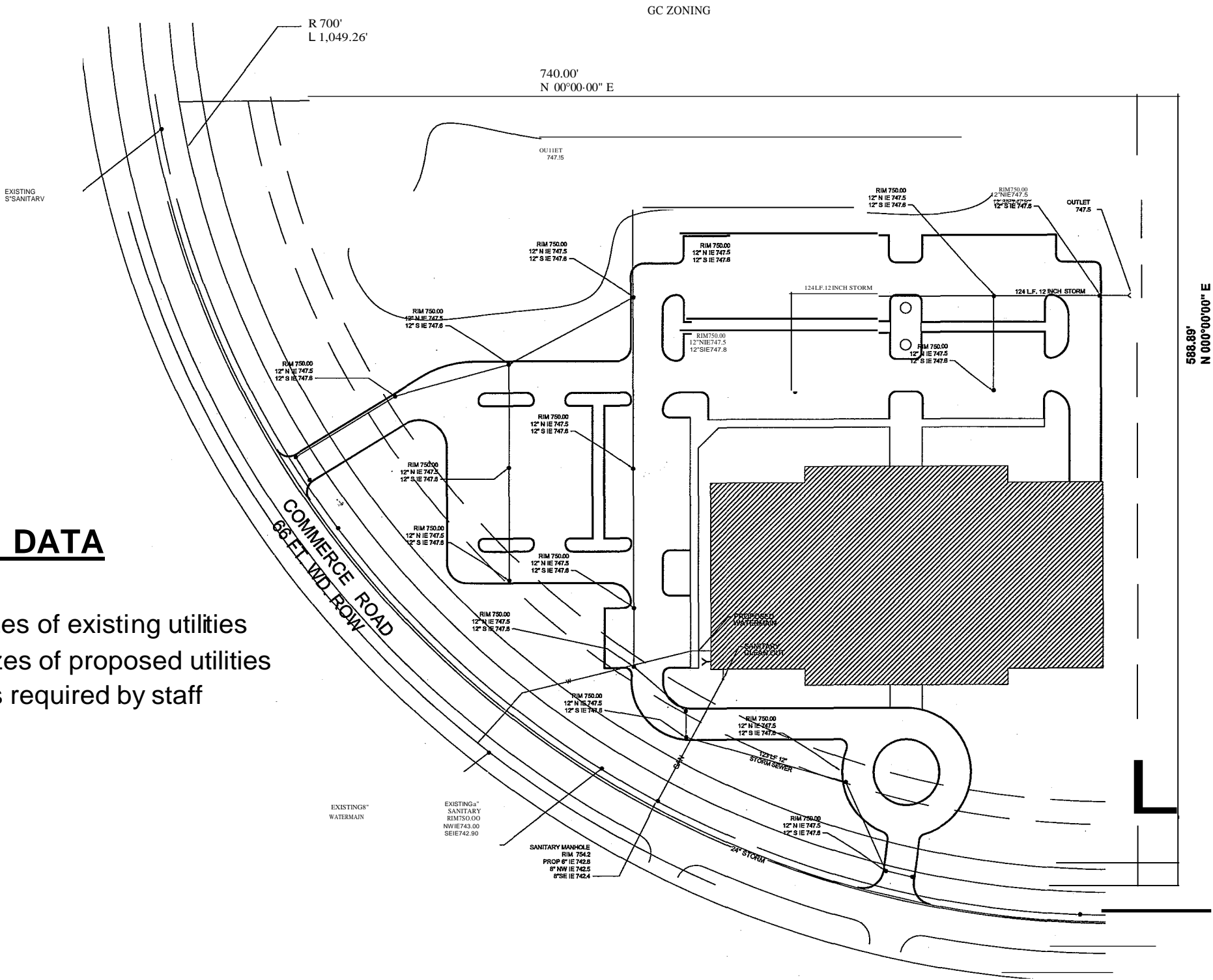
REVISIONS	DATE
PER COUNILY REVIEW	

DATE:
SCALE:
DRAWN BY:
CHECKED BY:
JOB#:
SHEET NO.

UTILITY PLAN DATA

- 1) Location and sizes of existing utilities
- 2) Location and sizes of proposed utilities
- 3) Utility profiles as required by staff
- 5) Details

BENCHMARK
Existing sanitary manhole in right of way
at northwest corner of property.
Elevation 760.85



Typical Site Plan
Utility Plan

REVISIONS	DATE	BY
PER COUNTY REVIEW		

DATE: _____
SCALE: _____
DRAWN BY: _____
CHECKED BY: _____
JOB#: _____
SHEET NO. _____

EXISTING
8" SANITARY

R 700'
L 1049.26'

EXISTING GROVE
10,000 S.F. CANOPY GC ZONING

30 FT. TRANSITION YARD &
1 P.U. PER 100 L.F. REQUIRED
GENERAL COMMERCIAL ZONE
ADJACENT TO LIMITED COMMERCIAL

740.00'
N 00°00'-00"E

1 PLANT UNIT @ 600-8 FU
38 SHRUBS 42
12 EVERGREEN
12 UNDERSTORY
5 CANOPY 6

588.89'
N 000°00'-00" W

LC ZONING

COMMERCE ROAD
66 FT. WD. ROW

LANDSCAPE PLANTING SCHEDULE

SYMBOL	COMMON NAME	BOTANICAL NAME	QTY	SIZE	COMMENTS
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CANOPY TREES

RO	RED OAK	QUERCUS RUBRA	20	3" CAL	B&B
WO	WHITE OAK	QUERCUS ALBA	20	3" CAL	B&B
RL	REDMOND LINDEN	TILIA CORDATA REDMOND	20	3" CAL	B&B
HL	HONEY LOCUST	GLEDTISIA T. E. 'SHADE MASTER'	20	3" CAL	B&B

UNDERSTORY TREES

JAPANESE CRAB APPLE	MALUS FLORIBUNDA	20	6" HT.	B&B
SPRING SNOW CRAB APPLE	MALUS SPRING SNOW	20	6" HT.	B&B
SERVICE BERRY	AMALANCHIER CANADENSIS	20	6" HT.	B&B

SHRUBS

DWARF PFITZER JUNIPER	J. PFITZERIANA	20	3" HT.	B&B
JAPANESE YEW	TAXUS JAPONICA	20	3" HT.	B&B
SHASTA DOUBLEFILE VIBURNUM	VIBURNUM PLICATUM SHASTA	20	3" HT.	B&B

ARTICLE 9 PLANTING REQUIREMENTS

PARKING LOT LANDSCAPING

REQUIRED

PROPOSED 170 SPACES @ 2 TREES PER 24 SPACES = 7 32
360 S.F. PLANTING AREA PER 24 SPACES = 2,520 6,000

COMMERCE STREET (COLLECTOR) REQUIRES 1 PLANT UNIT PER 100 L.F.

1000 L.F. = 10 PLANT UNITS		
CANOPY TREES	10	10
UNDERSTORY TREES	20	20
EVERGREEN TREES	20	20
SHRUBS	70	70

SELECTIVELY PRUNE TREE AFTER
INSTALLATION FOR BEST APPEARANCE.
REMOVE ALL SICKER GROWTH AND
DEAD BRANCHES

3" MIN. MULCH DEPTH AT BASE OF
TREE. MULCH RING 5' DIA.

SAUCER SHAPE PLANTING SOIL
MIXTURE AT PERIMETER OF MULCH
RING

FINISH GRADE

SPECIFIED SOIL PLANTING MIXTURE

5' MIN. MULCH DEPTH AT PERIMETER OF
PLANTING BED

UNDISTURBED SOIL

LANDSCAPE CONTRACTOR TO INSTALL
TREE TO REFLECT NURSERY GRADE
LAYOUT AS INDICATED ON THE
PLANTING PLAN

SELECTIVELY PRUNE ALL SHRUBS AFTER
INSTALLATION FOR BEST APPEARANCE.
REMOVE ALL UNDESIRABLE GROWTH AND
DEAD BRANCHES

1.1 IN. MULCH DEPTH WITHIN PLANTING BED. MULCH BED
LAYOUT/SIZING AS INDICATED ON PLAN

SAUCER SHAPE PLANTING SOIL MIXTURE AT PERIMETER OF
PLANTING BED

FINISH GRADE

SPECIFIED SOIL PLANTING MIXTURE

5' MIN. MULCH DEPTH AT PERIMETER OF
PLANTING BED

UNDISTURBED SOIL

LANDSCAPE CONTRACTOR TO INSTALL SHRUB(S) TO REFLECT
NURSERY GRADE(S)
LAYOUT AS INDICATED ON THE PLANTING PLAN

SELECTIVELY PRUNE PERENNIALS AFTER
INSTALLATION FOR BEST APPEARANCE. REMOVE
ALL UNDESIRABLE GROWTH AND DEAD MATERIAL

5' MIN. MULCH DEPTH WITHIN PLANTING BED.
MULCH BED LAYOUT/SIZING AS INDICATED ON
PLAN

SAUCER SHAPE PLANTING SOIL MIXTURE AT
PERIMETER OF PLANTING BED

FINISH GRADE

SPECIFIED SOIL PLANTING MIXTURE

5' MIN. MULCH DEPTH AT PERIMETER OF
PLANTING BED

UNDISTURBED SOIL

LANDSCAPE CONTRACTOR TO INCLUDE
PERENNIALS IN PLANTING BED
LAYOUT AS INDICATED ON THE PLANTING PLAN

0 40 80
1"=40'

REVISIONS	DATE	BY
PER COUNTY REVIEW		

Typical Site Plan
Landscape Plan

DATE:
SCALE:
DRAWN BY:
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SHEET NO.